



Work Instruction (WI)

DIRECTIVE NO. 540-WI-8719.1.3A
EFFECTIVE DATE: 04/05/2010
EXPIRATION DATE: 04/05/2015

APPROVED BY Signature: Original Signed By:
NAME: Brian J. Montgomery
TITLE: RECERT Manager

COMPLIANCE IS MANDATORY

Responsible Office: 540/RECERT

Title: Sample Lifting Device Daily Inspection Forms

PREFACE

P.1 PURPOSE

To provide sample lifting device daily inspection forms to aid LDE owner/users in their respective programs.

P.2 APPLICABILITY

a. This work instruction is applicable to LDE.

P.3 REFERENCES

GPR 8719.1, Certification and Recertification of Lifting Devices and Equipment and its Operators.

P.4 CANCELLATION

540-WI-8719.1.3-, Lifting Devices Daily Inspection Forms

P.5 TOOLS, EQUIPMENT, AND MATERIALS

Lifting device daily inspection forms

P.6 SAFETY PRECAUTIONS AND WARNINGS

None

P.7 TRAINING

None

P.8 RECORDS

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Record Title	Record Custodian	Retention
Completed Daily Checklists	Property Custodian	Permanent. NRRS 8/56.5D *

* *NRRS – NASA Records Retention Schedule* ([NPR 1441.1](#))

P.9 MEASUREMENT/VERIFICATION

RECERT inspectors shall verify, during their frequent or periodic inspections, that a daily inspection form is in place and if not, list it as a deficiency on their inspection form.

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Instructions

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will” and descriptive material by “is.”

1. The owner/user should ensure that whatever daily inspection form they use complies with the applicable codes and standards, and OEM manuals, as required by GPR 8719.1.
2. Owner/users may review the sample forms provided herein, and request copies for their use as needed, or they may use an OSHA or ANSI approved checklist (ex. http://www.osha.gov/dte/library/pit/daily_pit_checklist.html), or a checklist from the OEM. When applicable, the owner of the LDE should have at a minimum, the sample fields located on the sample forms.
3. RECERT may provide owner/users with copies of the sample daily inspection forms for their use upon request.

Flow Diagram

None

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Appendix A – Definitions

A.1 – Daily Inspection Form – a form which is to be completed by the lifting device operator upon completion of a daily inspection or subsequent upper limit switch test.

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Appendix B – Acronyms

ANSI - American National Standards Institute
GSFC - Goddard Space Flight Center
LDE – Lifting Devices and Equipment
NASA - National Aeronautic Space Administration
OEM – Original Equipment Manufacturer
OSHA - Occupational Safety Health Administration (29 CFR 1910 or 29 CFR 1960)
RECERT – Certification and Recertification Program at GSFC
WFF - Wallops Flight Facility

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Appendix C – Sample Lifting Device Daily Inspection Forms

Operator's Daily Inspection of Powered Industrial Trucks (PITs)		Month	Year
Vehicle Type	Recert Number:	RECERT Certification Expiration:	
ITEMS TO BE CHECKED DAILY (Operator's Signature Required on Opposite Side)		Operator's Printed Name and Signature Signifies Accomplishment Of Checks On The Date of the Month Indicated	
1. Damage (exterior and interior, missing parts)		1	11 21
2. Tires, Wheels, Lug Nuts		2	12 22
3. Fluids (Oil, Antifreeze, Hydraulic Fluid, Fuel)		3	13 23
4. Safety Devices (Seatbelt, Overhead Guard, Safety Decals)		4	14 24
5. Battery (Fluid level if applicable, Restraint, Connections)		5	15 25
6. Lights (Headlights, Floodlights, Brake Lights)		6	16 26
7. Gauges (Inspect for functionality and legibility)		7	17 27
8. Forks (Check for damage and movement)		8	18 28
9. Engine (Starting, Stopping, Unusual Noises)		9	19 29
10. Steering		10	20 30
11. Brakes (Clutch, Creep & Parking)			31
12. Audible Alarms (Horn, Back-Up Alarm)		Indicate any deficiencies found on reverse and report them to your supervisor and RECERT (x6-5181 in Greenbelt, x1714 at Wallops Island) immediately	
13. Hydraulic System (Functionality, Leaks, Damaged Hoses)		Reference: ASME B56.1, B56.6, B56.10, 540-WI-8719.1.3	
14. Belts (Water Pump, Generator, Compressor)			
15. Lift/Lower Mechanism (Functionality, Free Movement)			
16. Attachments (Forks, Extensions, Buckets, etc.)			
17. Air Compressor (Functionality)			
18. Windows (Damage that obscures the operator's vision)			
19. Windshield Wiper/Washer (if applicable)			
20. Controls (Free Movement)			

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Operator's Daily Inspection of Mobile Aerial Platforms (MAPs)		Month	Year
Vehicle Type	Recert Number:	RECERT Certification Expiration:	
ITEMS TO BE CHECKED DAILY (If Applicable) (Operator's Signature Required on Opposite Side)		Operator's Printed Name and Signature Signifies Accomplishment Of Checks On The Date of the Month Indicated	
1. Damage (Structure, Lift Systems, Fasteners/Pins, Guards)		1	11 21
2. Boom Sections (Wear, Damage, Lubrication)		2	12 22
3. Driver's Cab (Cleanliness, Required Safety Features)		3	13 23
4. Tires, Wheels, Lug Nuts, Casters, Outriggers		4	14 24
5. Fluids (Oil, Antifreeze, Hydraulic Fluid, Fuel)		5	15 25
6. Safety Devices (PPE Attachments, Safety Decals, Manual)		6	16 26
7. Battery (Fluid level, Charge, Restraint, Connections)		7	17 27
8. Lights (Headlights, Floodlights, Brake/Warning Lights)		8	18 28
9. Gauges (Inspect for functionality and legibility)		9	19 29
10. Steering (Loose/Binding, Leaks, Operation)		10	20 30
11. Lower Override Control (Functionality)			31
12. Controls (Regular/Emergency, Free Movement, Function)		Indicate any deficiencies found on reverse and report them to your supervisor and RECERT (x6-5181 in Greenbelt, x1714 at Wallops Island) immediately	
13. Brakes (Clutch, Dead-Man, Creep & Parking)		Reference: ASME A92.2, A92.3, A92.5, A92.6, 540-WI-8719.1.3	
14. Audible Alarms (Horn, Back-Up Alarm)			
15. Hydraulic System (Functional, Leaks, Damaged Hoses)			
16. Belts (Water Pump, Generator, Compressor)			
17. Lift/Lower Mechanism (Functionality, Free Movement)			
18. Attachments (Mounting, Damage, Operation, Leaks, etc.)			
19. Emergency Switch (Functionality)			

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Operator's Daily Inspection of Mobile Cranes		Month	Year
Mfr.	Recert Number:	RECERT Certification Expiration:	
ITEMS TO BE CHECKED DAILY (if applicable) (Operator's Signature Required on Opposite Side)		Operator's Printed Name and Signature Signifies Accomplishment Of Checks On The Date of the Month Indicated	
1. Safety Guard and Plates		1	11 21
2. Carrier Frame/Rotate Base		2	12 22
3. Wire Rope, Reeving, Block, Hook, Sheaves		3	13 23
4. Boom, Jib, Gantry, Pendant, Boom Stops		4	14 24
5. Walk-Ways, Ladders, Handrails		5	15 25
6. Tires, Wheels, Tracks, Chocks		6	16 26
7. Leaks (Fuel, Oil, Lube, Water, etc.)		7	17 27
8. Housekeeping		8	18 28
9. Lubrication Per Manufacturer's Instructions		9	19 29
10. Battery, Lights, Glass		10	20 30
11. Clutch/Brake Linings			31
12. Warning Labels, Load Rating Chart		Indicate any deficiencies found on reverse and report them to your supervisor and RECERT (x6-5181 in Greenbelt, x1714 at Wallops Island) immediately	
13. Fire Extinguisher (Charged, Mounted, Accesible)		Reference: ASME B30.5, 540-WI-8719.1.3	
14. Gauges and Safety Devices (Functional)			
15. Warning/Indicator Lights (Functional)			
16. Controls, Brakes (Functional, Free Movement)			
17. Boom Angle Indicator			
18. Brakes/Boom/Load/Rotate/Limit Switches			
19. Unusual Noises, Control Action			
20. Engine/Compressor			

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Operator's Daily Inspection of Overhead Cranes		Month	Year
Recert Number:		RECERT Certification Expiration:	
ITEMS TO BE CHECKED DAILY (if applicable) (Operator's Signature Required on Opposite Side)		Operator's Printed Name and Signature Signifies Accomplishment Of Checks On The Date of the Month Indicated	
1. Control Buttons Operate Smoothly and Without Sticking		1	11 21
2. Pendant and Cables, Radio Controls		2	12 22
3. Fluid Leaks		3	13 23
4. Safety Decals, Warnings, Load Rating, etc.		4	14 24
5. Functionality of Emergency Stop Button		5	15 25
6. General Condition of Bridge/Trolley		6	16 26
7. Functionality of Bridge, Trolley, Hoist, Brakes, Upper Limit		7	17 27
8. Hook Block (Side Plates, Sheaves, etc.)		8	18 28
9. Hook (Deformation, Safety Latch, Rotates Freely, etc.)		9	19 29
10. Wire Rope (Twists, Kinks, Broken Wires, Spooling, etc.)		10	20 30
11. Chain (Twists, Distortion, Tracking, etc.)			31
<p>The hoist limit switch shall be checked before each lift or series of lifts in addition to during the daily inspection.</p> <p>Indicate any deficiencies found on reverse and report them to your supervisor and RECERT (x6-5181 in Greenbelt, x1714 at Wallops Island) immediately</p> <p>Reference: ASME B30.2, 540-WI-8719.1.3</p>		Subsequent Upper Limit Switch Tests (Indicate <u>date of month</u> on which additional upper limit switch tests were performed and sign)	

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Status Code: C = Corrected, M = Maintenance Scheduled, P = Parts Ordered

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	07/10/2009	Initial Release
A	04/05/2010	Purpose, Instructions, Template revised. Forms are now samples instead of required forms

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